

APHIS ESF #11 Deployment Instructions

ESF #11 activations are different from statutory emergency response activities typically done in APHIS. Under ESF #11 activation, APHIS is tasked by FEMA to support an incident through a Mission Assignment. The key difference is that APHIS can be reimbursed by FEMA for all costs outside an employee's base time.

Your APHIS Program Contact will go over these instructions with you before being deployed to an Incident under ESF #11.

Tracking People

- Mobilization Procedure – Make sure you receive a ROSS resource order before deploying. The resource order will be issued by an APHIS dispatcher. Note on your resource order the Mission Assignment you are under, the APHIS accounting code, and the Incident Contact.
- Mission Assignment – Know the activities specified by your Mission Assignment and discuss activities considered “outside” the scope of work.
- Know who your supervisor on the incident is and check in with them at the beginning of shift for your daily assignment and at the end of the shift for tracking
- If you are not being tracked by an incident supervisor check in and out with your Incident contact daily for tracking.
- Demobilization procedure – follow the demobilization procedures of the Incident Management Team. If an IMT has not been established for the incident, notify your Incident Contact of your demob plans so they can notify Dispatch of your status and track your return.

Tracking Money

Travel – Save all travel receipts. File your voucher, receipts, and a copy of your ROSS resource order with your normal travel administrative officer. They will forward this to APHIS MRPBS EPS in Riverdale (Sadie Strong) to claim reimbursement from FEMA. This is critical to APHIS reimbursement.

Time and Accounting – Save your ROSS Dispatch Order and T+A spreadsheet. File your T+A and resource order with your normal T+A administrative officer. They will forward this to APHIS HQ (Sadie Strong) to claim reimbursement for overtime from FEMA. This is critical to APHIS reimbursement. OT will be calculated on a 24 hr schedule.

Documentation must be complete and submitted in a timely manner otherwise APHIS will not receive reimbursement from FEMA and the employees program office will be responsible for costs incurred.

